

**Bishop Fenwick High School
Technology Plan for Educational Excellence
2003 – 2007
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Introduction

We at Bishop Fenwick recognize that although we've made great strides in developing the facilities of the school and the skills of the faculty and students, the technological needs and goals of the community are constantly changing. During the past five years, our goal was to maximize the usage by both students and faculty. We concentrated on encouraging motivated faculty to develop meaningful projects throughout the curriculum that would utilize the facilities available and teach the students the skills necessary to use them. Although successful, this strategy left gaps and inconsistencies in the skill levels of both faculty and students. There are many reasons for this. Some are simple like the addition of new teachers and will be addressed in the regular course of training while others are more complex like motivating the reluctant user. However complex, both issues need to be addressed fully during the next five years.

Current Technology Assessment

Current Hardware Resources:

Network:

- The entire building is wired with a fiber optic backbone. All classrooms and most offices connect into this network.
- The offices of the physical education teachers, the Board Room, the auditorium, the cafeteria and the maintenance shed do not have network access at this time.
- All classrooms have at least two live connections, although they have been wired for and can easily be expanded to four.
- The science wing also has a wireless network to facilitate the use of laptops during classes and labs.
- The entire network is connected to the Internet by means of a T1 line.
- The Novell client file server manages all user files as well as the administrative software and student information.
- The mail server manages all of the user e-mail accounts, the library database and the routing for the wireless network. It also hosts all of the student and faculty web pages.
- The ISA (Internet Security and Acceleration) server handles all Internet access. It hosts the Firewall, Proxy server, and filtering software.

Instructional Resources:

- There are four computer labs in the building. The Word Processing Room has 30 Pentium 100's and one laser printer. These are the oldest machines in the building. Computer Labs 1 & 2 each have 19 machines and a laser printer. Most are Pentium II's but there are a few newer machines in each room. The Zampell Resource Room has 28 Pentium III's, a laser printer, and a projection unit. Each of the laser printers is at least five years old.
- The O'Rourke Library has 11 machines of various ages. Three are reserved for the librarians' use and one is reserved for teacher use. The library also has a laser printer, a color laser printer, and a scanner.
- The Fine Arts department has a mini lab in one of the rooms consisting of 11 Pentium III's and IV's. One of the units is a local server and has extra RAID drives to store the large projects that art students produce. It also contains 4 scanners, a slide scanner and 2 large color poster size printers. Several of the units have CD burners and DVD players while others have zip drives. There are also several flash card readers for the photography class. Each of the other two art rooms has a computer, a scanner and a poster size color printer. One of the computers is a Pentium II while the other is a Pentium III.

- The Science department has two Pentium II's, two desk jet printers and two interfaces and sets of data collecting probes. In addition they have 16 laptops, a laptop cart and a laser wireless printer. Each of the six science rooms has a large TV/monitor that can be used with either the laptops or the VCR's that are in each of the six rooms.
- In addition there are six computers located in classrooms on the second and third floors. Most of these are Pentium III's. There are at least two units on each floor on movable carts. Each floor also has a projection unit on one of the movable carts.
- Students on the Newspaper staff also have access to the Pentium IV, which is located in the Newspaper Room.

Administration Resources:

- Most of the administration machines are Pentium III's. The Vice Principal and the Scheduling Office have older Pentium II's, while guidance has several PIV's.
- The Main Office has 3 computers, a laser printer and a desk jet printer.
- The scheduling office has one computer, and a wide carriage printer.
- The Nurse's office has one computer.
- The Athletic Office has a computer and a laser printer.
- The Vice Principal's office has two computers, a wide carriage printer, a laser printer, and a scanner.
- The Campus Ministry Office has two computers and two desk jet printers.
- Guidance has 7 computers and a laser printer.
- Development has an older laptop, in addition to three other computers and two laser printers.
- The treasurer's Office has three computers although one is not connected to the network. There is also a laser printer located here.
- The Curriculum office has one computer and a Desk Jet printer.

Current Software Resources:

Network & System:

- Our network is currently running on Novell 5.1.
- Each of the desktop clients is running Windows 2000.
- The new laptops in the science wing are running Windows XP.
- All client machines use MS Office 2000, although some of the older units do not have the space to include Access, Publisher or Front Page.
- All Client machines have Acrobat Reader 5.0 and Internet Explorer 5.5.
- We use Norton's Antivirus Corporate Edition on all clients and servers and also Norton's Antivirus for MS Exchange to check all the e-mail.
- We use Super Scout to monitor and filter all Internet access.

Administration Software:

- We currently use MMS (Modular Management System) for attendance, scheduling and grades.
- The Development department uses Paradigm to maintain its records.
- The Treasurers Office uses Instafacts to process tuition information and Blue Voucher to keep track of bills and payments. It also uses Quick Books to facilitate the bookkeeping process.

Instructional Software & Services:

- Each department is responsible for researching and requesting any software necessary for instruction in its curriculum area. Most software is installed system wide if possible depending upon license limitations. Many departments also make use of test generating software, which is limited to teacher accessible units.
- The library resources are available throughout the system. Follett is the software used to maintain the electronic card catalog. There are several CD's, which includes UXL Multicultural, and Welcome to the Catholic Church, which are stored in a networked CD ROM tower. Other online research services to magazines and newspapers may be accessed through the library's page on the school's website www.fenwick.org.
- The Mathematics department uses Derive and Geometer's Sketchpad as instructional tools and Math Type to facilitate the composition of assessment tools.
- The Science department uses simulation software from Logal for Biology, Chemistry, and Physics. These are the Cardiovascular System, The Atom, and Gravity. They also use two sets of probes and supporting software to accumulate

data in lab settings. Graphical Analysis 3 by Vernier is a graphing utility that is used to analyze data collected during student labs.

- The Fine Arts department uses Allegro from Coda Music for the VHS (Virtual High School) course Music Composition and Arranging. The Art courses use Adobe Photoshop, PageMaker, and supporting software from the manufacturers of their equipment.
- The newspaper uses Adobe Photoshop and Quark for its layout and design.
- The yearbook uses Adobe Photoshop and PageMaker in addition to software from Jostens.
- The Foreign Language department uses WORD with its' French and Spanish components and dictionaries.
- Departments that assign research papers use an on-line plagiarism detection service called turnitin.com.
- We belong to a consortium Virtual High School which allows up to 50 of our students each year to take electives that are not offered at Bishop Fenwick.

Program Goals

- Our goal over the next five years is to insure that all students meet the technology standards issued by the state of Massachusetts. We recognize that students come to us from a variety of schools and with a variety of technological abilities. Some students arrive with a great deal of technical abilities already in place. Others who have had less opportunities and/or interest have limited skills. We will analyze all of the courses that utilize technology to evaluate which standards are being met and whether they are being met by all students, some students or none of the students. We will then make recommendations concerning how to insure that all students meet the standards set by the state.
- At the same time we recognize that the skill level of our faculty is equally varied. Some of the faculty and staff have kept pace with the changing technology and have updated their computer skills and incorporated appropriate technology into their curriculum while other faculty and staff need extended training to bring their skill level up to date. Likewise it is our intent that all faculty members meet the state technology standards for faculty.
- Communication improvement is a major goal for the next five years. A system that allows for easy communication between administration, teachers, students and parents must be implemented. We must provide a system that would allow a bi-directional flow of information through our web site that would benefit past, present and prospective members of the Fenwick community.
- Curriculum development is a constant goal. During the next five years, we need to evaluate the curriculum in general and individual courses in particular to see that they are truly meeting the needs of our students both in content and in methodology. New technology has created new fields of studies that need to be addressed in the curriculum. With more and more colleges offering majors in the fields of communications and graphics and more and more students entering these fields, we need to investigate the possibility of offering courses in these areas. In addition, the technology courses need to be updated and strengthened to keep pace with this constantly changing field.

- **Implementation Strategy & Time Line**

In order to accomplish these goals, improvements must be made in each of the following areas each year. Some improvements are individual occurrences and may be designated to a particular year. Others, such as training and professional development, may occur yearly but may vary or be repeated due to the changing needs of the faculty. By the end of the next five years we hope to accomplish the changes detailed below. However, we must acknowledge that some of these changes require a large investment of resources. Depending upon circumstances, the time frames may need to be adjusted. Likewise as new technologies and/or solutions become apparent, we want to maintain the flexibility to replace or amend any of the proposed solutions to take advantage of better options.

- **Curriculum & Technology Standards for Students:** We must continue to develop curriculum that not only incorporates technology but enables students to master new technology skills. The ultimate and most important goal is for students to be able to use these skills to enhance and develop higher order analytical skills in each of the curriculum areas. In order to insure that all students develop these skills, the curriculum must be consistent throughout the school and within the departments.
- **Professional Development & Technology Standards for Faculty:** In order to insure that all faculty members will be able to teach a technology-enriched curriculum, their technology skills must be updated to meet the state standards. All must learn how to use technology to maintain their class records, and to communicate with parents and students. In addition, they must develop curriculum to use technology appropriately within their classrooms. They must be able to use the technology tools available to them to develop classroom materials and presentations. In order to do this they need equipment, training, and opportunities to develop department wide curriculum. Initially additional computers will need to be positioned in more classrooms although the ultimate goal is to provide computers/laptops to all teachers including those who are not assigned a homeroom. Although some training may be optional, as needed, other training especially on new systems will need to be mandatory. This training must also be held at the outset of school and may require follow up sessions.
- **Communication Tools:** Both internal and external communication needs to be updated and expanded to allow for easier and better communication among all sectors of the community. Emergency phones need to be in every classroom and office. There must be a flexible system where teachers, parents, and students can communicate. This system must include both a phone and an e-mail component. Faculty e-mail addresses must be made available to parents through the school web site. This means that phones and computers must be easily accessible to teachers for this use. It also means that teachers must be required to answer their e-mail and phone messages in a timely fashion. In order for the communication

system to operate effectively, all parties must understand how to use it properly. They must also understand the limitations of such a system. All must be made aware of the legal and ethical issues surrounding the use of an electronic communication system. The concept of communication must also include the communication of data among the various components of the school. All of the administrative functions must be streamlined to facilitate the flow of information, including attendance, grade computation, report cards, scheduling, admissions and development. Part of an electronic communication system must necessarily include an interactive web site. However, to be effective over the long term, it must interface with the administration software. We acknowledge that this is a major undertaking and may require at least a year to research needs and possible solutions. We also acknowledge that seamless integration and training may require that the system be implemented over several years.

- **Network & Equipment:** It is our commitment to maintain an up to date system and equipment that meets the needs of the community. However, we are not interested in developing a state-of-the-art network for its own sake. Our primary purpose must be to prepare our students for a multifaceted life in a technological society. To this end, we must continue to update and maintain the current network in its present state in order to provide a reliable and secure facility. We must expand the wired network to reach those areas that are not presently connected. We must continue to expand the wireless network in order to offer flexibility and expansion of the curriculum. In order to provide students better access to our educational resources, we need to open the network up to limited outside access. This would enable students to access their files from home as well as access the research databases that are limited by contract to school access. We are even now seeing teachers and students who own laptops and would like to bring them into school and connect to the network. We need to provide a secure method to allow students to do this.

Five-Year Time Frame

2003-2004

Curriculum & Technology Standards for Students

- Evaluate all technology units in courses. Analyze to determine which standards are met and which need to be addressed.
- Determine where inconsistencies exist within departments and make recommendations to the administration on what corrections should be made.
- Purchase & Install Accounting software that is compatible with the current textbook.
- Purchase and install additional sets of probes, which can be used with the laptops in the science labs for data collection.
- Evaluate available software packages for writing and grammar practice. Purchase package that meets needs and approval of the English Department
- Require that courses be consistent within departments.

Professional Development & Technology Standards for Faculty

- Start training for using technology tools for class administration functions – Spreadsheets
- Start training for using technology as an assessment tool – Power Point
- Start training for incorporating technology in the classroom. – Geometer's Sketchpad, Probes, Graphical Analysis, writing & grammar software.
- Train all faculty and staff in the use of the new phone system as well as the e-mail system. Include in the training, legal and ethical issues.

Communication:

- Purchase and Install an IP Phone system, which would allow for direct communication to all classrooms and offices.
- Include in the system ability for voice mail for each faculty and staff member. This should be accessible from either a phone or from the person's e-mail account.
- Publish faculty e-mail addresses on the school web site.
- Require all faculty to use the new communication system to communicate with parents

Network & Equipment

- Replace machines in PC Rooms 1&2 with new machines
- Move PC's from PC Rooms 1&2 to WP Room.
- Replace UPS Battery Backup for Internet-Server
- Extend the network to Auditorium, Phys Ed Offices, & Boardroom.
- Purchase two units for each of the Phys Ed Offices and the Admissions Office.
- Increase units in Teacher's Room from one to three

- Move the Art Server's Raid Data Storage to the Main Server to correct access problems.
- Purchase 3 Large Scale TV's for the second and third floors & the art room. This will facilitate demonstrations in the classrooms on bright days when the projectors are inadequate. This will also free up the projectors to be used in the computer labs where there isn't a lighting problem.
- Move four more computers into classrooms on the second and third floors.

2004-2005

Curriculum & Technology Standards for Students

- Redesign the Computer Programming Course in order to take advantage of the new object oriented programming language that comes with the MS Software subscription package.
- Continue to develop technology skills in science curriculum by redesigning labs to use probes as data collection devices and the Graphical Analysis software to analyze the data.

Professional Development & Technology Standards for Faculty

- Move available machines to as many classrooms as possible.
- Continue with technology training as needed. For new teachers, re-run the technology tool workshops including phones, voicemail, email, turnitin.com and other tools.
- Have teachers who develop new curriculum units at ATLES Summer Institute share them with the full faculty.
- Conduct training for interested teachers and activity moderators on updating web pages.

Communication:

- Redesign the website to incorporate a more flexible and comprehensive vehicle for communication with all of our constituencies. This includes setting up pages for every teacher so that they can easily post information for current students. The site should also allow for the posting and updating of the school calendar, and periodic communications from the principal to the parents which now are mailed home. It also should include an Admissions component through which prospective students and their parents can contact and exchange information with the admissions office. There should also be a secure gated community whereby alumni can maintain contact with each other and the school. Online giving should be set up and may need to be coordinated with a local bank.
- Provide equipment necessary to allow groups such as guidance, admissions and institutional advancement to hold meetings in the auditorium which has a large drop down screen on the stage.

Network & Equipment

- Extend the wireless network to the library in order to free up the space on the back wall and to increase the number of units available to students in that area.
- Extend the wireless network to the auditorium.
- Purchase 8 laptops; 6 for the library, one for Admissions and one for Guidance. Purchase storage/charging cart for the library.
- Update the Microsoft Software from Windows 2000 to Windows XP and from Office 2000 to Office 2003. Microsoft has changed its licensing procedures to a subscription service rather than an outright purchase.
- Add scanner to teachers' room. Add additional system and new printer to teachers' room
- Purchase UPS backup for Unity Phone Server
- Remodel the Art Lab. Remove the dark room and the equipment in it. Sell equipment if possible. Put in new walls, lights, additional electrical outlets, computer tables and student chairs. Add a new Cisco switch and 4 more drops. Purchase 4 more computers and scanners.

2005-2006

Curriculum & Technology Standards for Students

- Replace the required sophomore course Word Processing with Basic Computer Applications. This will ensure that all students will have a solid foundation in computer applications. Teachers will now be assured that they can assign projects with computer components that all students will be able to perform. This course should cover introductions to Word, Excel, Power Point, and Publisher.
- Change the content and name of the elective computer applications course to Advanced Computer Applications and change the content to contain advanced applications in Excel and Access.

Professional Development & Technology Standards for Faculty

- Continue with technology training as needed. For new teachers, re-run the technology tool workshops including phones, voicemail, email, turnitin.com and other tools.
- Set up demonstrations for the full faculty from manufacturers of interactive white boards. Request proposals from interested teachers who would like to have an interactive board in their classroom.

Communication:

- Expand the website so that each teacher has a page on which they can post information for parents and/or students.
- Investigate Administration software packages and develop plan for purchase, implementation and training

Network & Equipment

- Replace 20 computers in PC 3 (old Word Processing Room) Add memory to the old machines and move them to classrooms.
- Replace 20 computers in the Art Lab. The current machines are of different models and are not able to be imaged. Having the same model computer will make the summer updating process much faster because the computers will be able to be imaged rather than updated individually. Move the old computers to classrooms. This should provide a computer for every classroom.
- Purchase printers and share them on the network so that each floor will have a printer that the classroom computers can print to.
- Replace the Boxlight projectors which are 10 years old. Purchase 4 projectors, 3 for the labs and one for guidance.

2006 – 2007

Curriculum & Technology Standards for Students

- Revise and update the course *Web Page Design* to include new capabilities of digital cameras, scanners, photo manipulation software, videos and music.

Professional Development & Technology Standards for Faculty

- Continue with technology training as needed. For new teachers, re-run the technology tool workshops including phones, voicemail, email, turnitin.com and other tools.
- Set up training sessions for teachers who will be using interactive white boards. This may include both in house training and off site training.
- Continue to train faculty and staff on new administration/student information system.

Communication:

- Require teachers to post classroom policies on their web pages. The posting of homework will be optional pending review by administration.
- Hold information sessions for parents on the new administration/student information system. This will be especially important if there is a web based component where parents can access information about their student. This training may need to be incorporated into the parent orientation program that is held each year for all incoming students.
- Establish committee to write next long range technology plan.

Network & Equipment

- Purchase and install 4 – 8 interactive white boards in classrooms. Use proposals from teachers as one criteria for determining where the boards should go.

- Purchase supporting equipment for classrooms with interactive white boards to create a technology learning center. This would include ceiling mounted projectors, a laptop for the teacher, room darkening shades. It might also include depending upon the requirements of the discipline being taught, a document reader, a DVD player, etc.
- Replace the client server and replace Novell as the operating system with Windows 2003 Server.
- Add memory to the computers in the Zampell Resource Center and use them to replace older machines in classrooms.
- Purchase new computers and monitors for the Zampell Resource Center. The monitors are the original 14 inch monitors that were purchased in 1994.
- Review the feasibility and advisability of opening up the network to access from outside of the building.
- Review the feasibility and advisability of changing to roaming profiles.

Evaluation & Revision

We at Bishop Fenwick are very aware of the speed at which the field of technology changes. As a result this document is designed as a planning guide and may need to be revised to address new issues and/or to take advantage of emerging technologies. Therefore, an evaluation will take place towards the end of each school year. This process will focus on the evaluation of the current year and adjust the plans for the future years if necessary. Faculty will be asked to evaluate the operation of the educational aspects of the system and to suggest needed professional development areas. Since department budgets are due at the end of April for the following year, this time will also be appropriate for this evaluation process to take place. Each year these evaluation reports will then be added to this technology plan as an addendum.

Evaluation & Review for 2003 – 2004

(Written by Linda Kuzara – June 2004)

Curriculum & Technology Standards for Students

- We received a grant from the Massachusetts Technology Leadership Consortium (MA-TLC) to have a team of teachers attend the Academy for Advancing Technology Leadership and Education in Schools. The team consists of David Marian, Linda Kuzara, Louis Lowell, Sue Barraclough, and Renee Jensen. The weeklong session takes place during the August, 2004. During this time we will develop an instrument to map our curriculum to the MA literacy standards to help determine which if any standards our students are not meeting. We then will start the process of developing specific curriculum which would help develop the students' skills to address these standards. Training time will be set up during the following year so that teachers can be trained in the new curriculum.
- Accounting Software that is compatible with our current textbook was purchased and installed.
- Four sets of probes were purchased for the Science Department.
- The English Department evaluated several software packages for writing & grammar and decided not to purchase any of them.
- The student newspaper decided to change the format of the paper to an online format. This is available through a site called <http://www.my.hightschooljournalism.org/>.
- Ten more licenses for Adobe Photoshop were purchased for the Art Department.

Professional Development & Technology Standards for Faculty

- During the year we held faculty workshops for Spreadsheets, Power Point, Geometer's Sketchpad and Front Page.
- Training for the use of probes in the science classes is scheduled to take place over the summer.

Communication:

- We purchased and installed an integrated VOIP (voice over IP) system. This system integrates the voice mail and e-mail systems. It also gives us a phone in every classroom and office in the school as well as activity areas such as the auditorium and cafeteria. Classroom phones are programmed to call anywhere inside the building or may call 911. Office phones and other faculty phones are programmed to allow outside calling. If needs change in the future, the call options can be reprogrammed. The server which hosts the system is located in the electrical room.
- Training on the use of the new phones took place over several workshops. The office staff was trained before school started. The remaining faculty and staff were trained at the beginning of the year. Faculty is now required to check their e-mail and voice mail once a day.
- Both e-mail and voice mail may be checked from outside the building.

- We also programmed options to record no school announcements for both vacations and snow days in order to facilitate communication with parents.
- We decided not to publish e-mail addresses at his time. Teachers have the option of giving their e-mail address if they desire. We will re-evaluate this position in the following year.

Network & Equipment:

- Renovation & conversion of the second floor of the convent required the expansion of the network to that area. A Cisco network switch was purchased as well as new computers and printers in order to make the new offices functional.
- Thirty of the machines currently in PC 1&2 were moved to the Word Processing Room. The remaining eight were moved into the Phys Ed Offices, Admissions Office, teachers room, and other classrooms.
- The machines in PC 1 & 2 were replaced with new machines.
- The wired network was extended to the Phys Ed Offices, the Boardroom and the Cafeteria.
- The Auditorium was added to the wireless network with an access antenna in the balcony and a phone backstage.
- Four new computers and scanners were purchased for Art Department.
- A new UPS unit was purchased for the Internet Server.
- We purchased a better tape backup unit for the network and changed the network backup procedure. Previously, Sr. Geraldine backed up the Novell Server and I backed up the Internet Server and the Mail Server. We consolidated the operations so that I can now back up the entire system which makes record keeping and restoring files easier.
- We purchased 2 large scale TV's. We put one in a classroom on the third floor and one in a classroom on the main floor.
- We moved the extra storage for the Art Dept to the mailserver to solve some of the access problems we encountered during the past year. This is RAID storage and does not get backed up.

Evaluation & Review for 2004 – 2005

(Written by Linda Kuzara – June 2005)

Curriculum & Technology Standards for Students:

- The Computer Programming course was redesigned and the language was changed from QBASIC to Visual Basic.Net. This is a robust object oriented language used in today's marketplace. It is simple enough to use in an introductory course yet still cover the object oriented concepts.
- Science teachers continue to revise labs to use the probes as data collection devices as well as using graphing utilities to analyze the data. More teachers are using appropriate on-line resources to augment their instruction.

Professional Development & Technology Standards for Faculty:

- Teachers who developed technology rich curriculum units at the ATLES Summer Institute presented them to the full faculty on a professional development day. Teachers were allowed to attend the workshop that they felt would be most beneficial to them.
- Training for how to use the SPAM filter was conducted for the full faculty. This included how to "teach" the filter if an email is spam, and how to teach the filter that an email is legitimate mail and how to clean out the spam folders.

Communication:

- We contracted with iModules to redesign our website. The website will eventually have three components; a general school site, a gated password protected alumni community site and an admissions site. We launched the general site and the on-line alumni community in September. The Admissions' site was not ready for launch so we decided to hold it until September of 2005 rather than launch it in the middle of the admission process.
- The general site has sections for posting the school calendar, as well as schedules for other activities. Updates, such as letters from the principal to parents, "no school" announcements and student activity results are posted in a timely fashion. Activity monitors were given rights to update certain pages and received training on how to update web pages using the content manager software.
- Post Cards announcing the launch of the alumni site were mailed to all alumni with instructions on how to get their ID# and password.
- Secure on-line giving was set up through a local bank.
- We decided to post all faculty and staff email addresses on the website. We anticipated that this might increase the amount of spam we receive so we added training for everyone on how to use the spam filter effectively.

Network & Equipment:

- We extended the wireless network to the library and purchased six laptops and a storage/charging cart.
- We also purchased a laptop for Guidance and Admissions to help with the presentations they often make to parent groups.
- We updated all of the client machines to Windows XP and Office 2003.
- We added a scanner, printer and an additional computer to the teachers room.
- We purchased a new UPS backup unit for the Unity phone sserver.
- The Art lab was completely remodeled with new walls, lights, electrical outlets, additional network drops and a Cisco switch. New computer tables and chairs were also purchased along with 4 new computers and scanners.
- Air conditioning units were requested but were not funded for this year.

Evaluation & Review for 2005 – 2006

(Written by Linda Kuzara – June 2006)

Curriculum & Technology Standards for Students:

- We replaced the sophomore required *Word Processing* course with *Basic Computer Applications*. This course will cover MS Word, Excel, Power Point, and Publisher.
- The Jr/Sr. elective course called *Computer Applications* was also changed. It will now be called *Advanced Computer Applications* and will cover Excel and Access.

Professional Development & Technology Standards for Faculty:

- In September we hold multiple training sessions for new teachers on using the network, voice mail, email, turnitin.com, etc.
- We set up demonstration for the full faculty on using SMART boards.
- We set up a demonstration by Texas Instruments on using their wireless classroom system that allows a teacher to monitor and gather responses from students' calculators.
- All teachers received initial training on how to update their web page. This was held in the middle of the year, when teachers were not prepared to spend much time developing materials to be posted. We decided that it should be repeated as a refresher course in September. This would give teachers time over the summer to prepare what they want on the web page.

Communication:

- In September, we launched the Admissions component of our website. This would allow prospective students and their parents to download an application and communicate with the admissions department. It also allows the admissions department to distribute timely information to prospective students and their parents.
- We created a webpage for each teacher. On this webpage we posted information on courses taught, activities moderated and professional associations. Each teacher was given access rights to the page and each was encouraged to use the page to post information to their classes. Some teachers requested a page for each of their classes and these were created and linked to their main page.
- We set up a committee to investigate software to keep track of student information and facilitate administration functions. The committee consisted of the Principal, the Vice Principal, the Directors of Technology, Finance, Admissions, Guidance, Institutional Advancement and Julia Velonis who does the scheduling of students into classes. We set criteria and priorities and started researching the various types of systems. We had in-house demos, as well as on-line demos. We found that no one company had all of the components we were

looking for. Finding a scheduling component that would handle our schedule and give us the other options we wanted was the most difficult part. As we were reaching the end of the selection process, our Principal resigned. We decided to delay the final decision until we had a new Principal in place which would effectively be the next school year.

Network & Equipment:

- We replaced the 20 machines in PC 3. The old machines were updated with additional memory and moved to classrooms.
- We air conditioned the Art Lab this year. Unfortunately 4 computers burned out due to the heat in this lab before we got to install the air conditioning system.
- We replaced the 20 machines and monitors in the Art Lab. The old machines were moved to classrooms. This allowed us to put a machine in every room which would be necessary if and when we install a new student information system which allows for computerized attendance.
- We purchased three new printers; one for each floor. They were installed in areas where students do not have access and shared over the network. This will allow teachers the ability to work in their rooms and print out a test, or other sensitive material without having it be accessible to students.
- We replaced 2 old Boxlight projectors with three Epsoms. Two were for the computer labs and one was for Guidance. We decided not to purchase a projector for the Art Lab because of space constraints. Instead we purchased a flat large screen monitor and mounted it on the wall.

Evaluation & Review for 2006 – 2007

(Written by Linda Kuzara – June 2007)

Curriculum & Technology Standards for Students:

- We revised the Web Design Course to take advantage of new capabilities, including, scanners, digital cameras and photo card readers.

Professional Development & Technology Standards for Faculty:

- Run training sessions for new teachers on the technology tools available at Bishop Fenwick including VOIP phones, voice mail, turnitin.com, and teacher web pages.
- We conducted training sessions for the six teachers who will be getting the Promethean interactive white boards. We required all participants to take the online tutorials offered by Promethean first so they would be somewhat familiar with the concepts before they came to the workshops. Then we offered a two session workshop; one session in June and a follow up workshop in September.
- Promethean came and conducted a question and answer session during the year.
- Key personnel took part in a full day training seminar in New Hampshire over the summer to learn the new student information system. These people were then responsible for training other staff members on its operations. People who were working during the summer were trained in the summer while teachers were trained in September.

Communication:

- Teachers were required to post classroom procedures and grading policies on their web pages. To facilitate the process we held mini workshops so teachers could get help if they needed it.
- We upgraded our student information system from MMS to MMS Generations. This new system should facilitate the sharing of student information with the appropriate departments and personnel. The number of users was expanded to include members of the guidance department, Main Office staff, teachers, the nurse, Admissions staff, the Alumni and Development Office personnel. Permissions were tailored according to the information that one needed. The number of people who can edit information is still limited to the Vice Principal and her staff.

Network & Equipment:

- With generous donations from our benefactors we were able to convert 6 classrooms into Technology Learning Centers. Included in each is a Promethean interactive white board, ceiling mounted projector, a laptop for the teacher, new furniture, standard white board, equipment cart, and bulletin boards. Each room was painted and received new drapes. The math and science rooms also received new document projectors.

- We replace the client server with a new server and replaced Novell with Windows Server 2003.
- We purchased 27 computers and monitors to replace those in the Zampell Resource Room.
- We added memory to the computers that were in the Zampell resource Room and moved them to classrooms around the building. We now have a computer in every classroom.

Bishop Fenwick Proposed Technology Budget 2003-2004

Category	Qty	Item	Description	Cost	Total	Grp Total	Possible Sld/Grant Funding	Net
Network	1	Network	Auditorium & Projector rm	1000	1000			
	2	Extensions	2 Phy.Ed Offices	300	600			
	1		Board Room	200	200			
Hardware	38	New Machines	Replace PC 1&2 - Desk.Top	800	30400			
	3	New Machines	Admissions , Teachers Rm, Misc	800	2400			
	5	Monitors	Replace as needed	175	875			
	1	UPS	for Internet Server	400	400			
	3	TV/Monitors	Keith, 3rd floor, 2nd floor	1000	3000		1000	
Subscriptions	1	Surf Control	Internet Filter	1500	1500			
	1	Norton's Virus		1200	1200			
	1	Spam	E-mail filter	500	500			
Curriculum	1	Virtual High School		5000	5000			
	1	Turnitin.com		700	700			
Internet Access	12	T1 & 10 Mo Network Maintenance		2695	32340		12936	19404
Supplies	1	Printer Supplies	Labs & Classrooms	1500	1500			
Sys Maintenance	1	Parts & Misc	Mouse, Drives Boards etc	5000	5000			
	40	Summer Hours	Installations, Updates & Maint.	90	3600			
						90215	13936	76279
OPTIONS								
Library	1	Wireless Installation	includes all wiring,parts,installation	6000	6000			
	1	Cart		1625	1625			
	10	Laptops w Licences		2500	25000			
	1	Labor & Installation		1000	1000			
						33625		
Phone System		include Call Manager, inbound Voice Ports (24 Port T1)						
		87 IP System Phones, Cisco Unity multiport voice mail						
		5 RJ45/Ethernet (24/12 Port) inline power switches						
		One Year onsite service						
		Installation & programming of phone system				80000		
		basic system usage training, and programming of all phones.				203840		

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Bishop Fenwick Proposed Technology Budget 2004-2005								
Category	Qty	Item	Description	Cost	Total	Grp Total	Possible Std/Grant Funding	Net
Hardware	2	Scanners	Web Class & Teachers Room	150	300			
	1	UPS for Unity Server		600	600			
	10	Monitors		250	2,500	3,400		3,400
Art Lab	1	Remove Walls & Counters		650	650			
		Replace Floor			0			
	1	Electrical Outlets		2,500	2,500			
	16	Computer Tables		250	4,000			
	1	Air Conditioner		1,500	1,500			
	22	Chairs		40	880			
	22	Drops		115	2,530			
	0	Printers	Replace Erin's	1,500	0	12,060		12,060
Library	2	WAP		1,000	2,000		1,000	
	8	Laptops		2,300	18,400			
	1	Installation Parts & Labor		3,000	3,000	23,400		22,400
Athletic Office		Electrical Wiring			0			
	1	Air Conditioner		500	500	500		500
Software	1	Upgrade Licences to Windows XP, Office 2003, &.Net		12,400	12,400	12,400		12,400
Web Page	1	Design & Implementation of Web Site		12,000	12,000			
	1	Yr. Content Mgr, Alum on line Community, Admissions		10,000	10,000	22,000		22,000
Subscriptions	1	Surf Control	Internet Filter	1,975	1,975			
	1	Norton's Virus	Update Definitions only	0	0			
	1	Spam	E-mail filter	1,650	1,650	3,625		3,625
Curriculum	1	Virtual High School		5,000	5,000	5,000		5,000
	1	Turnitin.com		700	700	700	700	0

1/17/2011

Bishop Fenwick Proposed Technology Budget 2004-2005								
Category	Qty	Item	Description	Cost	Total	Grp Total	Possible Sld/Grant Funding	Net
Internet Access	12	T1 & 10 Mo Network Maintenance		2,695	32,340	32,340	12,936	19,404
Supplies	1	Printer Supplies	Labs & Classrooms	1,500	1,500	1,500		1,500
Sys Maintenance	1	Parts & Misc	Mouse, Drives Boards etc	5,000	5,000	5,000		5,000
	80	Summer Hours	Installations, Updates & Maint.	90	7,200	7,200		7,200
Total					129,125		14,636	114,489

Bishop Fenwick High School, Inc.
Budget Summary
School Year 2005-2006

Department

Technology

Account	Total
Hardware	\$38,700.00
Software	\$29,525.00
Network	\$19,200.00
Internet Access	\$13,140.00
Subscriptions	\$0.00
Curriculum	\$7,000.00
Postage	\$152.00
Office Supplies	\$0.00
Other/Miscellaneous	\$12,200.00

Total Budget

\$119,917.00

Bishop Fenwick High School, Inc.
2005-2006 Budget

Account Hardware

INV #

Quantity	Description	Cost/per	Total Cost
20	Computers/keyboard/opticalmouse/ dvd burners - Art Lab	950 800.00	19000 16,000.00
20	Computers/keyboard/optical mouse- Zampell W P Rm	650 800.00	13000 16,000.00
20	Monitors - 17 inch -WP rm and Classrooms	150.00	3,000.00
2	Scanners - PC1 & Teacher's Rm	100.00	200.00
2	Projectors	1550 1,200.00	3100 2,400.00
1	Flat Screen 15 inch (Snack Bar)	200.00	200.00
1	PC in a Keyboard (Snack Bar)	900.00	900.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

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38,700.00

(2) HP Laser Jet 2420 @ \$550 \$1100.00 INV 11806
Fac 3
Postal Rm